



TELECOMMUNICATIONS DIVISION

AGENCY TELECOMMUNICATIONS REPRESENTATIVE

BULLETIN 03-02

FEBRUARY 10, 2003

SUBJECT: CELLULAR PHONE SAVINGS

ACTION:

- Distribute copies of this bulletin to all Agency Telecommunications Representatives (ATR), business services, and other personnel who may benefit from this information.
- Agencies should take the following actions to reduce cellular phone expenditures:
 - Identify and eliminate all inactive cellular accounts
 - Request a rate plan analysis from your cellular phone vendor
 - Adjust cellular phone service plans to correspond to actual usage levels

BENEFITS:

- Government agencies and departments may achieve significant savings by regularly evaluating cellular phone usage and reviewing cellular phone service plans.

KEY POINTS:

- Workforce reductions and other cost savings measures may have reduced the number of active cellular phones your agency requires. Statewide, an estimated 20% of cellular phones may be inactive accounts. Eliminating these inactive accounts can provide a significant telecommunications cost savings to the State.
- Many vendors have changed rate plans and agencies have experienced changes in the use of the phones since originally signing their cellular phone service agreements. A rate plan analysis performed by your cellular provider may identify a plan that better aligns actual usage with contracted usage minutes, thereby avoiding costly “**additional minute**” fees.
- Cellular phone service may be procured through the DGS Master Service Agreement (MSA), which can be accessed at www.pd.dgs.ca.gov/masters/cellphones. The current MSA for cellular phone service expires in September of this year. The DGS is evaluating strategies to procure new cellular phone service plans to replace the existing agreement and provide comprehensive cellular phone services to all State agencies.

BACKGROUND:

The DGS requested a rate plan analyses for cellular phone accounts from its cellular providers. The rate plan analysis revealed that consolidating accounts and increasing oversight of cellular phone plans and usage would achieve considerable savings. Specifically, the analysis showed that only half of the department’s cellular phones received a consolidated volume discount (available under the DGS Master Service Agreement for cell phones), and some of the cellular

phones indicated no airtime minute usage. Additionally, savings can be achieved by adjusting cellular phone plan minutes to closely coincide with actual usage minutes.

To view previous ATR bulletins, refer to the DGS Telecommunications website at <http://www.td.dgs.ca.gov> (click on Network Publications on the right side of the page, then scroll down to the ATR bulletins).

If you have questions regarding this bulletin, please call the Resource Communications Center at (916) 657-9903 and request to speak to a Customer Account Manager.

A handwritten signature in black ink, appearing to read "Barry R. Hemphill", with a long, sweeping underline.

BARRY R. HEMPHILL
Deputy Director for Telecommunications

BRH:MC:pc